

206 - This is being distributed by BSO's.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700140010-7

TO : Users of Agency Chain Envelopes, Form Numbers 1138 and 1138A

SUBJECT: Return to Supply Rooms of Surplus Agency Chain Envelopes

1. Have you an excess accumulation of Agency Chain Envelopes? There is a shortage of these envelopes in the supply system. Therefore it will help others if you will return any surplus envelopes you may now have to your building supply room.

2. The stock level established for these envelopes was based on an assumption that excess accumulations would be returned to supply rooms. Your continued return of excess envelopes therefore will help us maintain an adequate stock for redistribution.

Acting Chief Building Supply Officer

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STAT

RMS File  
 File: Records Management 3-1  
 Courier Receipt/Multi-  
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 UNCLASSIFIED CONFIDENTIAL SECRET Env.

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>		
2	7D-02, Headquarters		
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input checked="" type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Paul:

Attached are copies of procedural issuances  
 released in 1958 and 1959 on the Courier Receipt  
 and Log Record and the Multi-purpose envelope.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

604 - 1016 16th St.  
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